

ADMINISTRATIVE AIDE (112A48)

\$15.60 - \$21.01 Per Hour

Part-Time

Apply by May 31, 2006

THE POSITION

This is administrative staff work assisting a managerial official in directing, analyzing and coordinating administrative activities, in conducting research and proposing solutions to administrative problems.

An employee in this class is responsible for performing administrative assignments of more than average difficulty, which may include relieving a superior of office management functions; processing and maintaining a variety of fiscal and operating programs and procedures; overseeing administrative activities of a specialized nature; participating in budget development and control; and other fiscal and operating functions.

Under direction, employee is required to exercise considerable initiative and independent judgment and to work effectively with the public, city officials and others. Employee must also apply specialized and/or technical knowledge and experience through the interpretation and completion of assignments in accordance with municipal and departmental rules, regulations, procedures, and ordinances.

Approximately 20 hours per week, 4 hours a day, 5 days a week, 8:00 a.m. – 12:00 p.m.
or 9:00 a.m. – 1 p.m.

Employee would report to the: *Sanitation Administration
Department of Public Works
220 SW 14 Avenue
Building 4B
Fort Lauderdale, FL*

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have successfully completed at least two (2) years of college course work in business administration, public administration or a related field from an accredited college or university.
2. Have at least one (1) year of paid, full-time work experience primarily involving one or more of the following: the development of new or revised procedures, policies, methods, forms, etc.; organizational procedural studies; evaluations of operations effectiveness; assisting in the solution of administrative and management problems. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.
3. **Special Requirement:** Experience with Outlook, Word and Excel required.

HOW TO APPLY: *Submit applications to:* **City of Fort Lauderdale
Department of Human Resources
100 North Andrews Avenue, 3rd Floor
Fort Lauderdale, FL 33301
Monday - Friday 7:45 A.M. - 4:00 P.M.**

Applications are available at www.fortlauderdale.gov

APPLICATIONS WILL BE REVIEWED AND THE HIRING AUTHORITY WILL CONTACT THOSE APPLICANTS WHOSE APPLICATION REFLECTS THE BEST MATCH OF EXPERIENCE FOR THE POSITION.